

Course: _____

Name: _____

Period # _____

Date: _____

Safety Guidelines For Classroom and Office

Electrical Equipment-General

Whenever electrical equipment, such as a typewriter or microcomputer, is being operated in a classroom or office, several safety rules apply. These rules protect the operator of the equipment, other persons in the environment, and the equipment itself.

1. Do not unplug equipment by _____ on the electrical cord. Instead, grasp the plug at the outlet.
2. Do not stretch an electrical cord across an _____ where someone might trip over it.
3. Do not _____ extension.
4. Replace _____ electrical cords immediately.
5. Avoid _____ and _____ near equipment where a spill might result in an electrical short.
6. Do not attempt to remove the _____ of equipment for any reason while the power is turned on.
7. Do not attempt to _____ equipment while it is plugged in. To avoid damage, most repairs should be done by an authorized service technician.
8. Turn off the _____ or unplug equipment when finished using it. (Microcomputers may be an exception. In the office this equipment usually is turned off at the end of the day. In classrooms, students may be directed to leave a microcomputer ready for the next student to use without booting.
9. Do not _____ equipment that has moving parts when wearing a long necklace, tie, scarf, loose sleeves, or other clothing that could get caught in the machinery. Personal injury could result in addition to equipment, jewelry, or clothing damage.
10. Exercise _____ when using chemicals such as toner and duplicating fluids to avoid spills. Some chemicals are toxic.
11. Follow manufacturer (Underwriters Laboratories (UL)) _____ for safe use.
12. Use static control _____ under your chair to safeguard electronic data and equipment.

Microcomputers

In addition to the general safety issues when using equipment, the following cautions apply.

1. Do not _____ pencils or other implements in disk drives to avoid damage to the drives.
2. Avoid blocking _____ to prevent overheating.
3. Position _____ to prevent bumping or dropping them off the work surface.

Monitors

1. Do not attempt to _____ the monitor. Most manufacturers advise repair by authorized service technicians only.
2. _____ brightness and focus for comfortable viewing.
3. Avoid _____ on the monitor screen.
4. Do not leave _____ on the screen and keep the screen clear of dust. Only use a soft cloth for cleaning the screen.

Disks and Secondary Storage Devices

Technological advances such as compact disks (CDs) and plastic cases on 3 1/2" diskettes have greatly reduced the fragility of magnetic media. However, floppy disks are especially fragile. The following precautions should be heeded to avoid damage to data and programs.

1. Do not _____ or fold disks.
2. Do not play with disk _____ on floppy disks.
3. Do not _____ on a disk with a hard or sharp-pointed pen or pencil use a felt-tip marker.
4. Do not _____ exposed surfaces of disks; handle the disk label, graphic side or the edges..
5. Do not insert or remove a disk while the disk drives are _____.
6. Keep disks away from extreme hot or extreme cold _____. Do not leave disks in a car during very hot or very cold weather.
7. Keep disks and flash drives away from _____ fields such as transformers and magnets.

Work Areas and Furnishings

1. Store _____, such as scissors and sharpened pencils, flat. Keep sharp objects away from the edges of surfaces where they may be knocked off and puncture feet.
2. _____ sharp objects such as pins and thumbtacks in covered containers to avoid puncture wounds.
3. Avoid _____ to prevent slipping, tripping, falling, and collision injuries.
4. Use a _____ rather than a fingernail to remove staples.
5. Do not examine a _____ stapler by holding it near your eyes or testing it over your finger.
6. Avoid _____ or _____ at the workstation so that spills and crumbs do not ruin your work.
7. Never _____ into a drawer without first looking into it.
8. Do not push a drawer _____ with your hand at the top or side of the drawer; use the handle instead.
9. _____ file drawers beginning at the bottom drawer and moving to the top drawer. On the other hand, _____ file drawers from the top drawer down.
10. Do not leave drawers _____ where someone may trip over them.
11. _____ adjustable chairs for personal comfort and back support.
12. Be careful when sitting down in chairs that have _____.
13. Do not _____ too far in any direction to avoid tipping over a chair.
14. _____ static control mats that have curling edges. Secure carpeting, tiles, mats, and other floor coverings to prevent slipping, tripping, and falling injuries.
15. Exercise _____ when using step stools with casters or step ladders. Use ladders when reaching or storing materials.
16. Keep fingers away from _____ blades and NEVER leave the blade in an upright position.

Emergency Procedures

1. _____ emergency telephone numbers (ambulance, fire department, 911, etc...)
2. Learn the _____ of the nearest fire exit, fire alarm box, and fire extinguisher. Post a diagram showing these locations.
3. Learn emergency _____, review/practice them regularly, and follow them precisely.
4. NEVER ignore a _____ alarm or other evacuation alarm.
5. _____ elevators during emergencies.
6. Learn the _____ of first-aid kits. (E102)
7. _____ and restock first-aid kits frequently.
8. Learn the _____ and locations of those who are trained in first aid and CPR (cardiopulmonary resuscitation).
9. Do not _____ a potential thief by leaving personal valuables such as purses, checkbooks, jackets, and cash in plain sight. Keep personal belongings out of sight and locked in a drawer, file cabinet, locker or closet.
10. Learn and follow _____ procedures, especially those that apply to being in the building during non-working hours.
11. _____ unauthorized visitors immediately.

Working Alone After Hours

1. Always work near a _____ and keep emergency telephone numbers nearby.
2. _____ all doors to work area. Do not open the door to anyone you are not expecting or cannot identify.
3. Become _____ with maintenance staff and learn when to expect them.
4. Do not use an _____ if anyone suspicious is in it. Stand next to the control buttons.
5. _____ near the building entrance and near a light.
6. _____ the parking lot visually before leaving the security of the building; then proceed to your vehicle by a well-lighted path.
7. Keep car _____ in hand ready to use.
8. _____ an escort from security personnel if available.